

## **CITY OF HOUSTON**

# **Job Posting**

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Applications accepted from:

ALL PERSONS INTERESTED

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**DEPUTY ASSISTANT DIRECTOR (EX-LEVEL)** Job Classification Posting Number

PN# 105495 **Department of Public Works & Engineering** 

Office of the Director

**Management Services Section** 

611 Walker

Reporting Location Workdays & Hours

Department

Division

Section

M - F, 8:00 a.m. - 5:00 p.m.\*

\*Subject to change

#### 9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Reports to the Chief of Staff. Directs managers/supervisors in the coordination, implementation, administration and operation of the Management Services Section (Internal Auditing and Contract Compliance). Establishes policies, procedures, guidelines and project schedules for audits and compliance reviews. Manages, trains, develops, counsels and evaluates staff performance. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Reviews departmental standard operating procedures to ensure compliance with generally accepted accounting procedures. Assists in the design and implementation of special systems, plans and projects. Acts as liaison to toher departments, government agencies and the private sector. Researches, reviews and evaluates new data, reports, products and other information. Reviews and evaluates all audits and contract compliance recommendations for accuracy, clarity and uniformity. Performs other duties as requested.

#### 10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

#### MINIMUM EDUCATIONAL REQUIREMENTS 11

Requires a Bachelor's Degree in Business Administration, Public Administration, Accounting or a closely related field.

#### 12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of administrative experience is required, with at least three (3) of those years in a supervisory position. A Master's degree may be substituted for two (2) years of experience.

#### 13 MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

#### 14 **PREFERENCES**

Certified Public Accountant (CPA); excellent verbal and written communications skills; experience in financial and operational audits, governmental accounting and auditing, contracts and contract compliance and have strong management/supervisory skills.

#### 15 SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

### **SAFETY IMPACT POSITION**

Yes  $\square$  No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

#### 17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

> Salary Range – Pay Grade 30 \$2,403- \$3,210 Biweekly \$62,478 - \$83,460 Annually

18 **OPENING DATE**  June 22, 2005

19 **CLOSING DATE**  **Open Until Filled** 

#### **APPLICATION PROCEDURES** 20

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., Lobby. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer